

| SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM  |                                       |                                 |  |  |
|--|---------------------------------------|---------------------------------|--|--|
| <input checked="" type="checkbox"/> UNCLASSIFIED   | <input type="checkbox"/> CONFIDENTIAL | <input type="checkbox"/> SECRET |  |  |
| <b>OFFICIAL ROUTING SLIP</b>   |                                       |                                 |  |  |
| TO   | NAME AND ADDRESS                      | DATE                            | INITIALS   |  |
| 1  |                                       |                                 | STAT   |  |
| 2  |                                       |                                 |  |  |
| 3  |                                       |                                 |  |  |
| 4  |                                       |                                 |  |  |
| 5  |                                       |                                 |  |  |
| 6  |                                       |                                 |  |  |
|  | <b>ACTION</b>                         | <b>DIRECT REPLY</b>             | <b>PREPARE REPLY</b>   |  |
|  | <b>APPROVAL</b>                       | <b>DISPATCH</b>                 | <b>RECOMMENDATION</b>  |  |
|  | <b>COMMENT</b>                        | <b>FILE</b>                     | <b>RETURN</b>  |  |
|  | <b>CONCURRENCE</b>                    | <b>INFORMATION</b>              | <b>SIGNATURE</b>   |  |
| <b>Remarks:</b><br><div style="font-family: cursive; font-size: 1.2em; margin-top: 10px;">             This looks like<br/>             a reasonable &amp;<br/>             reasonable "start"<br/>             without trying to<br/>             jam everything in<br/>             before they have a feel<br/>             for the requirements, etc.           </div> |                                       |                                 |  |  |
| STAT   |                                       |                                 |  |  |
| FOLD HERE TO RETURN TO SENDER  |                                       |                                 |  |  |
| <b>FROM: NAME</b>  |                                       |                                 | <b>DATE</b>  |  |
|  |                                       |                                 | <div style="font-family: cursive; font-size: 1.5em;">7/22/78</div> |  |
| <b>UNCLASSIFIED</b>  |                                       |                                 | <b>SECRET</b>  |  |

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|---|--------------------|--------------|----------|----------------|---------|
| UNCLASSIFIED  |                    | CONFIDENTIAL |          | SECRET         |         |
| <b>OFFICIAL ROUTING SLIP</b>  |                    |              |          |                |         |
| TO  | NAME AND ADDRESS   | DATE         | INITIALS |                |         |
| 1   | C/RS/OP            |              | STAT     |                |         |
| 2   | 1006 Ames Building |              |          |                |         |
| 3   |                    |              |          |                |         |
| 4   |                    |              |          |                |         |
| 5   |                    |              |          |                |         |
| 6   |                    |              |          |                |         |
| ACTION  |                    | DIRECT REPLY |          | PREPARE REPLY  |         |
| APPROVAL  |                    | DISPATCH     |          | RECOMMENDATION |         |
| COMMENT   |                    | FILE         |          | RETURN         |         |
| CONCURRENCE   |                    | INFORMATION  |          | SIGNATURE      |         |
| <b>Remarks:</b><br><br><p>Attached for your information is a copy of the memo we sent to Office Directors on the DDA SSP.</p> <div style="border: 1px solid black; width: 200px; height: 80px; margin: 10px auto;"></div> <p style="text-align: right;">STAT</p> <p style="text-align: right;">STAT</p> |                    |              |          |                |         |
| <b>FOLD HERE TO RETURN TO SENDER</b>  |                    |              |          |                |         |
| FROM: NAME, ADDRESS AND PHONE NO.   |                    |              |          |                | DATE    |
| DDA Clerical Coordinator 7D-18 Hq.  |                    |              |          |                | 7/20/78 |
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DD/A 78-1228/5

20 July 1978

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training 25X1

FROM : [REDACTED]  
DDA Career Management Officer

SUBJECT : DDA Senior Secretarial Panel (SSP)

REFERENCE : a. Memorandum from DDCI to Deputy  
Directors, dtd 13 Apr 78, Subj:  
Establishment of Career Service  
Panels for the Career Management  
of Secretarial and Clerical Personnel;  
b. DDA Administrative Notice No. 78-5,  
dtd 15 May 1978, Subj: Establishment  
of DDA Senior Secretarial Panel (SSP)

25X1

1. [REDACTED] As you are aware, the DDCI in his memorandum of 13 April 1978 to Deputy Directors (Ref. a) directed the establishment of a Career service-level Senior Secretarial Panel for the career management, development, competitive evaluation, ranking, promotion, and assignment of secretarial personnel in grades GS-08 and above. 25X1

2. [REDACTED] As a result of this edict, the DDA established such a panel effective 15 May 1978 and announcement of membership was published in DDA Administrative Notice No. 78-5 (Ref. b). 25X1

3. [REDACTED] The DDA SSP has had two organizational meetings to date and forty-three (43) senior secretaries in the DDA have been identified who will fall under the purview of this Panel. Although criteria for evaluating our senior secretaries has not been firmly established as yet, some intermittent guidance is offered for your information. 25X1

[REDACTED]

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a. Although career management of senior secretaries will be administered at the Directorate level, the secretaries will retain their parent sub-group career designations; e.g. MS secretaries will retain the "MS" service designation, etc.

b. When a senior secretarial position becomes available in the Directorate, GS-08 and above, the SSP will recommend to the office which has the vacancy the three most suitable candidates for the particular job, and the supervisor is to make his selection from these candidates. (A more firm procedure will be established for GS-08 vacancies where each sub-group may be requested to identify its top GS-07 from which a selection will be made for a GS-08 vacancy)

c. The DDA SSP will recommend senior secretaries for promotion within available headroom for the position they occupy.

25X1

d. The DDA SSP will competitively evaluate and rank the senior secretaries and assign descriptors to them.

25X1

4. [ ] Prior to our first ranking exercise this fall, we will request each sub-group to provide us with additional information on their respective senior secretaries; e.g. up-dated biographic profile, supervisor's comments, and employee completion of a Career Preference Outline, etc.

25X1

5. [ ] Although there remain many unanswered questions, the above is offered as some initial information on the SSP. Once our criteria is more firmly established and we have received additional guidance from the Office of Personnel, we will pass this on to you.

25X1

6. [ ] If you have any questions re the above, please call me or [ ] the DDA Clerical Coordinator on [ ]

25X1

25X1

cc:

SSP Member  
SP Member  
SP Member  
SSP Member  
C/RS/OP

25X1

